

**FINANCE & UTILITY COMMISSION MEETING**  
**Wednesday, April 14, 2021, 5:00 PM**

The Committee meeting was convened at 5:00 p.m. by Mayor Nathan Brown. Those present included: Mayor Nathan Brown, Council Members John Dayton and Vaughn Ripley, Commission Members Syree Williams, Tom Smith, and Brian Keller, and staff members Dave Dunn, Carrie Myers, John Gerstner, Kevin Grunwell, Matt Campbell, Jeremy Mose, Bruce Dell, and Rikki Bruchey.

715 A&B West Potomac Street Water Plan

Mr. Dell stated this was a request for taps for two lots of record. In order to access water, the requestor would need to run lines across City open space near West End Park. Commission Members asked questions about exact location, implications of allowing or not allowing the project, future maintenance of the line, etc. Staff recommended approval of the taps. The Commission consensus was to recommend approval to the Mayor and Council.

FY2022 Staffing Changes

- The vacant Project Coordinator position at Public Works was becoming a Field Supervisor. Mayor Brown stated once 811 opens, another administrative position would be re-visited to support Public Works and Police.
- Another full-time operator position was added to the FY22 budget for the Waste Water Plant.
- Mr. Dunn stated that staff would like to hire an Engineer/Project Manager in house. He stated \$780,000 has been spent on contracted engineering in the last three years. Other municipalities pay their Engineers around \$100,000 plus benefits, so that amount was being proposed in the FY2022 budget, with a split of 50/50 between general and enterprise funds. The consensus of the Commission was to include this position in the budget.
- Mr. Dayton stated he would still like to see an Economic Development position added to the City. Mayor Brown stated the position would not be added in FY2022, but it could be added to the 5-year staffing plan being created by department heads.

FY2022 COLA & Merit Increases

Mr. Dunn stated the proposed increases would be for 2% COLA and up to 2% merit. The consensus was to budget these amount for FY2022.

System/Capital Improvement Fee

Mr. Dunn stated some municipalities add such a fee to utility bills for enterprise or infrastructure improvements. He stated this could be done instead of, or in addition to, water and sewer rate increases. He stated it can be helpful for residents to see the transparency of where this fee was going and know that it would be used for capital improvements, rather than for operational costs at the water or waste water plants. The general consensus was that such a fee is something to consider, and there was some discussion about dedicating such a fee to sidewalk improvements.